DOCUMENT RESUME

ED 024 764 VT 004 798

National Standards for Carpentry Apprenticeship.

Manpower Administration (DOL), Washington, D.C. Bureau of Apprenticeship and Training.; National Joint Carpentry Apprenticeship Committee, Washington, D.C.

Pub Date 65

Note- 44p.

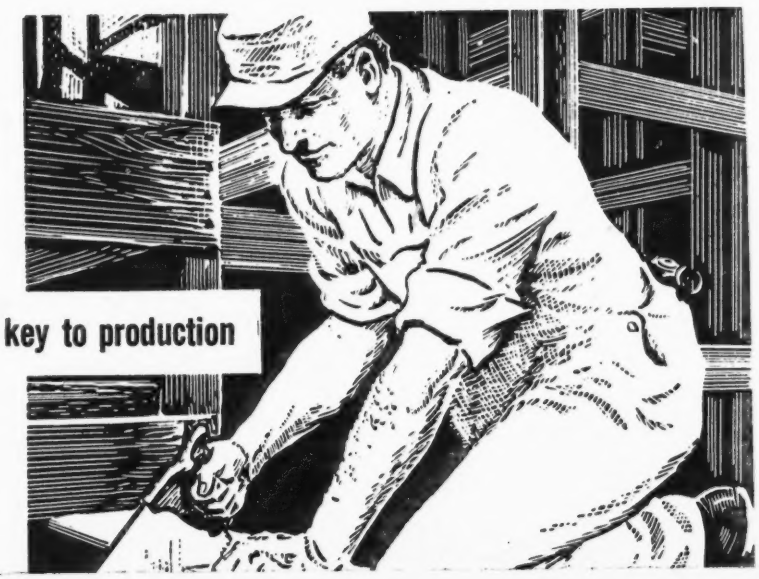
EDRS Price MF-$0.25 HC-$2.30

Descriptors- *Apprenticeships, *Carpenters, Directories, Labor Laws, *Labor Standards, National Programs, Program Administration, *Program Guides, Skilled Occupations, Trade and Industrial Education, Vocational Education

The revised national standards for carpentry apprenticeship encompass standards for carpentry, millwright, and mill-cabinet apprenticeships. The standards were developed to provide guidelines for establishing local systems of apprenticeship as well as for advancing and improving existing systems. The term for carpentry, millwright, and mill-cabinet apprentices is set for 4 calendar years with a required 144 hours of related classroom instruction each year. Some of the other standards established for each of the three fields include qualifications of apprenticeship, selection of apprentices, ratio of apprentices to journeymen, apprenticeship agreements, probationary periods, apprentice wages, periodic examinations, work experience, and certificates of program completion. The local joint apprenticeship committees, equally representative of management and labor, are responsible for adapting the national standards to local use. Trade experience schedules, related instruction outlines, recommended textbooks, and reference materials are given for each field. The standards are supplemented with the latest amendments and regulations of the various federal laws affecting apprenticeship, apprenticeship record keeping forms, and directories of regional and state apprenticeship agencies. (HC)

EDO 24764

C1



U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

National Standards

FOR

Carpentry Apprenticeship

PREPARED AND APPROVED BY THE NATIONAL JOINT CARPENTRY APPRENTICESHIP COMMITTEE, REPRESENTING THE ASSOCIATED GENERAL CONTRACTORS OF AMERICA, INC., AND THE UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA IN CONFORMANCE WITH THE BASIC STANDARDS RECOMMENDED BY THE BUREAU OF APPRENTICESHIP AND TRAINING

U.S. DEPARTMENT OF LABOR

W. Willard Wirtz, Secretary

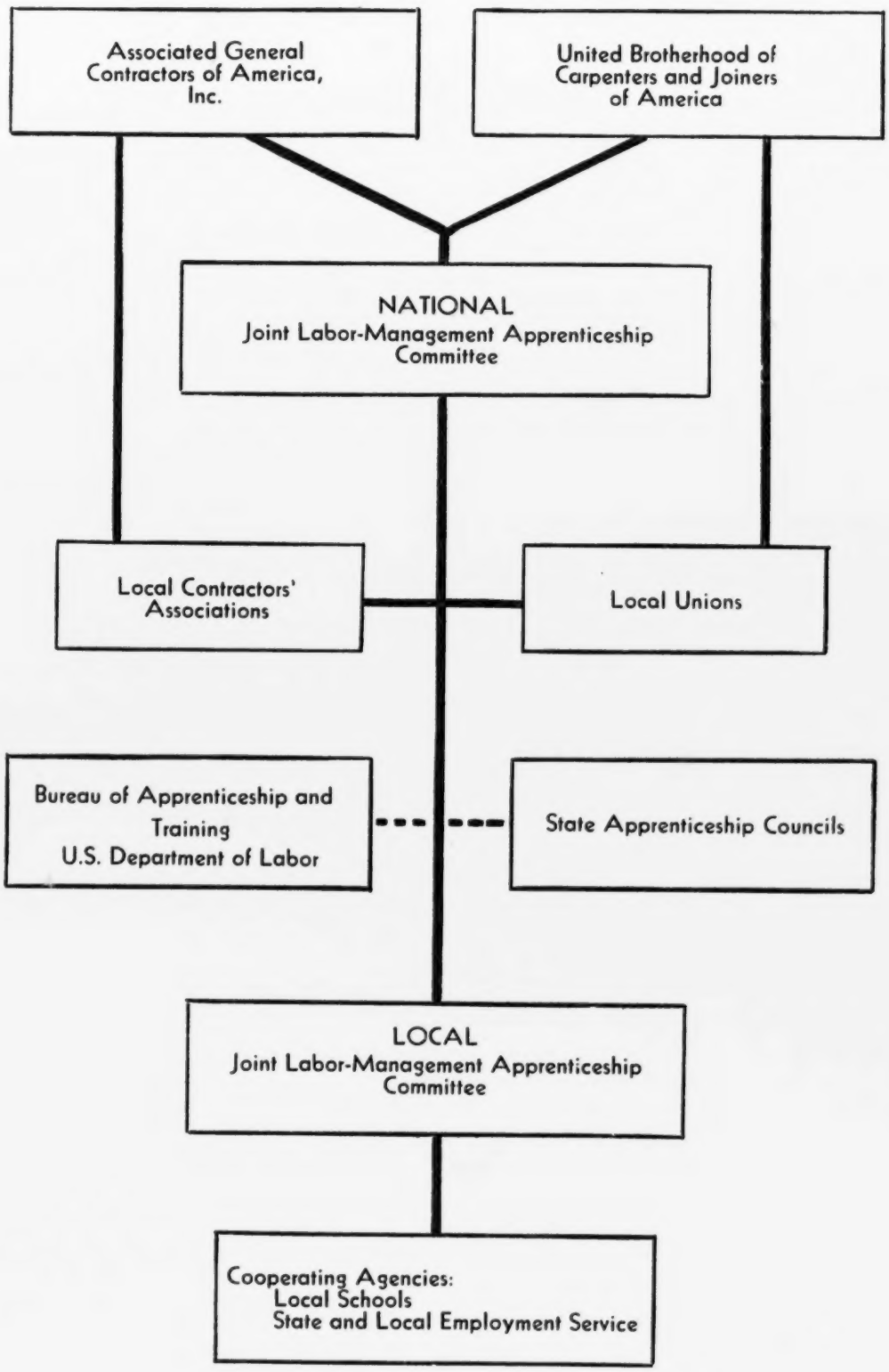
MANPOWER ADMINISTRATION

Bureau of Apprenticeship and Training

1965 Edition

VT004798

APPRENTICESHIP SYSTEM OF THE CARPENTRY TRADE



U.S. DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING
WASHINGTON, D.C. 20210

February 5, 1965

National Joint Carpentry Apprenticeship
and Training Committee
101 Constitution Avenue, N. W.
Washington, D. C. 20001

Gentlemen:

I am indeed happy to inform you that your revised national standards have been registered with the Bureau of Apprenticeship and Training, U. S. Department of Labor.

It is particularly noteworthy that you have extended coverage of these standards to include and unify training in the millwright and mill-cabinet trades. Also, that you have provided for future extension of coverage of your standards by allowing for the addition of supplements covering other recognized trade branches of your industry, as the need arises.

The use of these national standards by your respective local groups should do much to enhance the preparation of your future craftsmen and maintain the prestige associated with your industry. The staff of the Bureau of Apprenticeship and Training is always available to assist you, your local contractors and unions in achieving and maintaining these goals.

Congratulations on this forward step.

Sincerely yours,

Hugh C. Murphy

Hugh C. Murphy
Administrator

M. A. HUTCHESON, GENERAL PRESIDENT
UNITED BROTHERHOOD OF CARPENTERS
AND JOINERS OF AMERICA

101 CONSTITUTION AVE., N.W.
WASHINGTON, D. C. 20001

To All Local Unions and District
Councils of the United Brotherhood of
Carpenters and Joiners of America.

Greetings:

At its meeting in Washington, D. C., on July 29, 1964, the National Joint Apprenticeship and Training Committee representing the United Brotherhood of Carpenters and Joiners of America and the Associated General Contractors of America, Inc., reviewed and revised the National Standards for Apprenticeship and Training.

These revised standards are being distributed to all Local Unions of the United Brotherhood of Carpenters and Joiners of America and all branches and Chapters of the Associated General Contractors of America, Inc.

Recommended related instructional outlines, texts and reference materials have been included in the revised edition.

District Councils and Local Unions of the United Brotherhood are urged to cooperate with their employers in their area in the establishment and improvement of apprentice training programs, using these national standards as a guide. It is also recommended that you avail yourselves of the facilities and services of the local field staff of the Bureau of Apprenticeship on any problems arising in connection with the development and maintenance of local apprenticeship programs.

Fraternally yours,

M. A. Hutcheson

GENERAL PRESIDENT

THE ASSOCIATED GENERAL CONTRACTORS OF AMERICA

1957 E STREET, N. W. · WASHINGTON, D. C. 20006 · EXECUTIVE 3-2040

W. RAY ROGERS, *President* IRA H. HARDIN, *Vice President* WILLIAM E. DUNN, *Executive Director*

August 10, 1964

TO GENERAL CONTRACTORS

General contractors have long recognized their share of the responsibility to keep a continuous flow of competent craftsmen coming into the industry. Therefore, the promotion of sound programs for apprentice training throughout the nation has been one of the objectives of the association.

We believe that National Standards for Carpentry Apprenticeship and Training can do much towards stimulating local programs of apprenticeship for this trade. We therefore recommend to general contractors that they extend full cooperation in establishing new training programs, or in further developing existing ones.

These Standards include suggested methods of procedure as well as some standards, but constitute a framework within which the local apprenticeship standards and programs can be thoroughly developed.

The Associated General Contractors of America, Inc., stands ready and willing to render all possible assistance in the promotion of constructive training programs such as these.

Sincerely yours,

William E. Dunn

William E. Dunn
Executive Director

TABLE OF CONTENTS

	Page
Foreword	VI
National Joint Carpentry Apprenticeship and Training Committee	VIII
Purpose of National Standards	IX
Certificate of Registration	X
Adapting the National Standards to Local Use	1
Part I. Carpentry Apprenticeship Standards	1
Formation of Local Carpentry Joint Apprenticeship and Training Committee	1
Coverage	2
Duties of the Joint Committee	2
Filing with Registration Agency	2
Cooperating Agencies	3
Definition of Carpenter Apprentice	3
Definition of Registration Agency	3
Qualifications for Apprenticeship	3
Selection of Apprentices	4
Term of Apprenticeship	4
Related School Instruction	4
Ratio of Apprentices to Journeymen	5
Apprenticeship Agreement	5
Credit for Previous Experience	5
Probationary Period	6
Apprentice Wages	6
Periodic Examinations	6
Hours of Work for Apprentices	6
Supervisor of Apprentices	6
Work Experience	7
Transfer of Apprentices	7
Certificate of Completion of Apprenticeship	7
Accident Prevention	7
Adjusting Differences	8
Trade Experience Schedule	8
Related Instruction for Carpentry Apprentices	9
Part II. Millwright Apprenticeship Standards	11
Work Training Schedule	12
Related Instruction for Millwright Apprentices	12
Part III. Mill-Cabinet Apprenticeship Standards	15
Work Training Schedule	16
Related Instruction for Mill-Cabinet Apprentices	17
Part IV. Apprenticeship Records	19
Part V. Federal Laws and Regulations Affecting the Employment of Apprentices	26
List of BAT Regional Offices	31
List of State Apprenticeship Agencies	32

FOREWORD

Set forth in the following pages is the latest revision of the National Carpentry Joint Standards of Apprenticeship and Training for the United Brotherhood of Carpenters and Joiners of America jointly adopted by contractors and labor. The standards were developed in cooperation with the Bureau of Apprenticeship and Training, U.S. Department of Labor.

These standards have been revised and expanded so as to encompass other essential and existing programs in the field of carpentry. Further, the standards provide for future expansion as new needs for training develop, by permitting the addition of a supplement to these standards when the supplement has been jointly agreed to by the members of the national joint committee.

It is hoped that contractors and labor representatives, members of local joint committees and all those concerned with promoting, fostering and improving training for the preparation of skilled craftsmen for all branches of carpentry in every locality will take full advantage of these comprehensive, up-to-date national standards in their entirety, as a guide in the training of youth entering the trade, and for journeymen desirous of upgrading their skills.

The related instruction for apprentices must be taught by persons who recognize the value of good teaching techniques, as well as being thoroughly competent in the theory, practices, and skills of the respective branches of the carpentry trade.

The National Joint Carpentry Apprenticeship and Training Committee, recognizing problems encountered by local joint committees in formulating and establishing related instruction programs, suggests the topical outlines of related materials included herein as a minimum in all programs. No effort has been made, however, to segregate the materials for any given year of training. Thefore, each local committee, must of necessity coordinate the related instruction with the on-job experience of the apprentice.

The national committee recommends that the Apprentice Training Manuals, prepared by the United Brotherhood of Carpenters and Joiners of America, be used as the core curriculum material for all related instruction. Where the use of other instructional material may be considered necessary to supplement the course of instruction, the local joint committee should consult local public vocational school

authorities for assistance in locating suitable text material and teaching aids to fit local needs.

Inquiries on the United Brotherhood of Carpenters and Joiners of America Apprentice Training Manuals should be directed to the General Secretary, United Brotherhood of Carpenters and Joiners of America, 101 Constitution Avenue NW., Washington, D.C., 20001.

NATIONAL JOINT CARPENTRY APPRENTICESHIP AND TRAINING COMMITTEE

Representing the Associated General Contractors of America, Inc.:

ARTHUR L. SCHMUHL, *Secretary*
Washington, D.C.
GEORGE D. JOHNSON, Jr.
Peoria, Ill.
ALVAH H. LIBBEY
Minneapolis, Minn.
R. M. SHOEMAKER
Philadelphia, Pa.
ED. J. WASIELEWSKI
Phoenix, Ariz.
FRANK H. BEINHAUER, *Chairman*
AGC Apprenticeship and Training Committee
Decatur, Ill.

Representing the United Brotherhood of Carpenters and Joiners:

FINLAY C. ALLAN, *Chairman*
Washington, D.C.
MAURICE A. HUTCHESON
Washington, D.C.
LEO GABLE
Long Beach, Calif.
NICHOLAS R. LOOPE
Washington, D.C.
JOHN MCMAHON
Buffalo, N.Y.
STUART PROCTOR
Detroit, Mich.

CONSULTANT AGENCIES

Bureau of Apprenticeship and Training, Manpower Administration, U.S. Department of Labor

Division of Vocational Education, U.S. Office of Education, Department of Health, Education, and welfare

PURPOSE OF NATIONAL STANDARDS

Within the practice of carpentry, there have been developed techniques and standards of workmanship that are of vital economic importance.

To assure their continuance in all branches of the field of carpentry, to give them more vitality, and to promote uniformity of practice (both interstate and local), National Standards for Carpentry Apprenticeship have been formulated by the Associated General Contractors of America, Inc., and the United Brotherhood of Carpenters and Joiners of America, with the assistance of the Bureau of Apprenticeship and Training, U.S. Department of Labor.

These national standards cover the basic requirements for effective apprenticeship and are offered for the guidance of local organizations of contractors and journeymen in the training of carpenter apprentices. They serve as a guide in establishing local systems of apprenticeship as well as in advancing and improving existing systems.

The national joint committee has endeavored to include in these revised national standards the most up-to-date concepts of training based on its years of experience since the national standards were first adopted. It is the intent of the committee to bring about greater uniformity of training and higher standards of efficiency and service for those entering all branches of the field of carpentry, regardless of the locality of their training, than has been achieved in the past.

Further, the committee is endeavoring to encourage more journeymen to take advantage of the opportunities offered to improve their skills, to advance themselves in the newer techniques of carpentry, and to keep abreast at all times of the advanced thinking in this field.

The committee would be remiss in its duty if it neglected to impress upon all local joint apprenticeship committees and members of local general contractors' associations and carpenters' unions that they should give the closest study to the question of accident prevention and to encouraging safe working habits among the apprentices.

The national committee recommends that all local joint carpentry apprenticeship committees include in their standards the provision that, in addition to the progressive wage percentage, apprentices are eligible for and shall receive the same fringe benefits provided journeymen under the local bargaining agreement. Further, that wages and benefits shall be combined when establishing wage determinations for a given area.

Certificate of Registration

NATIONAL CARPENTRY APPRENTICESHIP AND TRAINING STANDARDS
(Jointly Sponsored by the Associated General Contractors of America, Inc.
and the United Brotherhood of Carpenters and Joiners of America)

Nation-Wide

for the trade classifications of CARPENTER, MILL-CABINET, and MILLWRIGHT

Issued in recognition of the above apprenticeship system, registered as part of the National Apprenticeship Program, in accordance with the standards recommended by the

FEDERAL COMMITTEE ON APPRENTICESHIP

Date September 6, 1941
Rev. 3/5/65

Registry No. 74243 (A)

W. Willard Wirtz
Secretary of Labor

Hugh C. Murphy
Administrator, Bureau of Apprenticeship and Training

ADAPTING NATIONAL STANDARDS FOR CARPENTRY APPRENTICESHIP TO LOCAL USE

Part I

Carpentry Apprenticeship Standards

1. Formation of the Local Carpentry Joint Apprenticeship Committee

It is recommended that a local joint apprenticeship committee, equally representative of management and labor, be formed to be responsible for adapting the national standards to meet local needs for administering the local apprenticeship program and coordinating it, where desirable, with the apprenticeship systems of other groups in the community.

Where organizations of employers and employees exist, such organizations should each appoint an equal number of its members to serve on the local joint committee.

Where there is no employer or employee organization, a committee may be formed in like manner by volunteers who agree to carry out the national standards herein set forth.

The committee shall elect a chairman and a secretary. When the chairman represents the employers, the secretary shall represent the employees, and vice versa. The length of term of office for the chairman and secretary shall be determined by the committee. These officers shall retain the right of voice and vote on all matters pertaining to apprenticeship and training.

In those areas where training in mill, resilient floor, wall covering, and cabinet work is included in the local standards, it is recommended that they have representation on the joint committee.

A representative from the Bureau of Apprenticeship and Training, U.S. Department of Labor, and/or State Apprenticeship Council (if one exists in the State), and the Department of Vocational Education is available upon request to attend meetings of the joint committee as advisor and consultant on labor standards applicable to apprentices on the development of administrative procedures for the conduct of apprenticeship and training, and on any problems relating to apprenticeship and training.

2. Coverage

These national standards are applicable to all areas, as minimum standards, where contractural relationship between the membership of the Associated General Contractors and the United Brotherhood of Carpenters is in effect.

It is the duty of each local joint committee to identify its area of operation and to assume responsibility for the training of all carpentry apprentices by contractors within such area with whom the local union has bargaining agreements. Other contractors who desire to do so may participate in the local program by signifying agreement to the terms and conditions of training prescribed in the local standards.

3. Duties of the Joint Committee

The local joint committee shall perpare local apprenticeship standards consistent with these national standards, covering such items as a schedule of work experience on the job, provision for related supplemental instruction, provision for reviewing or testing the apprentice's progress both on the job and in related instruction, a progressively increasing schedule of wages for apprentices, the method of selecting apprenticeship and trainee applicants, provision for the adjustment of complaints regarding apprenticeship and training, and the procedure for providing apprentices with certificates of completion.

It shall be the responsibility of the local joint committee to:

a. Conduct surveys to determine the need for, and the availability of, apprentices in the local area.

b. Ascertain whether each employer undertaking to train apprentices has the necessary facilities and is performing such construction operations as to assure effective training.

c. Place each apprentice under agreement.

d. Assure that apprentices are receiving the necessary on-the-job experience and related technical instruction.

e. Conduct final examinations for apprentices to establish their status as journeymen in the trade.

f. Prepare and submit all reports concerning its apprenticeship program that may be legally required by local, State, or Federal agencies, and the respective national organizations.

g. Notify the appropriate registration agency of all terminations and cancellations of apprenticeship agreements.

h. Supervise the enforcement of all provisions of the standards.

4. Filing With Registration Agency

As soon as the local apprenticeship standards have been set up, the local joint committee shall file a copy with the appropriate registration agency with any additional information required by Federal or

State laws or rulings affecting apprentices. This procedure is essential to maintain uniformity in basic carpentry apprenticeship standards and records. The joint committee shall also register a copy of each agreement with the registration agency.

5. Cooperating Agencies

The local carpentry joint apprenticeship and training committee may secure assistance in the formulation and administration of its apprenticeship standards from:

a. The Associated General Contractors of America, Inc., 1957 E Street, NW., Washington, D.C., 20006.

b. The United Brotherhood of Carpenters and Joiners of America, 101 Constitution Avenue, NW., Washington, D.C., 20001.

c. State apprenticeship councils, State labor departments, or State industrial commissions.

d. The Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C., 20210.

e. The Division of Vocational Education, U.S. Office of Education, responsible for the administration and supervision of Federal funds appropriated for apportionment among the States for vocational education. These funds are available for use in providing instruction to apprentices in related subjects, and in setting up classes for journeymen.

6. Definition of Carpenter Apprentice

A "carpenter apprentice" is a person:

a. Who is 17 through 25 years of age;

b. Who is engaged in learning the trade covered by these standards, and

c. Who is covered by a written agreement, hereinafter called an "apprenticeship agreement," with a local carpentry joint apprenticeship committee, acting as agent of the employer and employee, or with an employer with approval of the agreement by the joint committee.

7. Definition of Registration Agency

The term "registration agency" as used herein, shall mean any State apprenticeship agency recognized by the Bureau of Apprenticeship and Training. If no such recognized agency exists in the State, it shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.

8. Qualifications for Apprenticeship

Applicants for apprenticeship must be 17 through 25 years of age. They shall satisfy the local joint committee that they have the ability and aptitude to master the rudiments of the trade and have sufficient education to complete satisfactorily the required related instruction.

Applicants must be American citizens, or in the process of naturalization, be physically able to perform the work of the trade, and meet such other entrance qualifications as shall be established by the local joint committee.

9. Selection of Apprentices

Selection of apprentices under local programs shall be made on the basis of qualifications alone without regard to race, creed, color or national origin. All applicants shall be selected on the basis of objective standards and tests [1] provided by the National Joint Carpentry Apprenticeship Committee which permit review, after full and fair opportunity for application; and such program shall be operated on a completely nondiscriminatory basis.

10. Term of Apprenticeship

The term of apprenticeship for the carpentry trade shall be not less than four calendar years (approximately 8,000 hours), consisting of eight 6-month periods of reasonably continuous employment during such term, including the probationary period and the required hours of supplemental school instruction.

The term of apprenticeship may be extended by the local joint apprenticeship committee for one year upon satisfactory proof that the apprentice cannot command the prevailing journeyman wage at the end of his four years.

11. Related School Instruction

Apprentices employed under these standards shall be required to attend school classes in subjects related to the trade for at least 144 hours per year, each year of their apprenticeship. It is recommended that the United Brotherhood of Carpenters and Joiners' Apprentice Training Course be used for related instruction by State and local groups.

Where it is impracticable to establish related instruction classes, the local joint committee may utilize the related instruction material of the United Brotherhood of Carpenters and Joiners of America on a correspondence basis. The responsibility for preparing the correspondence course material is with the local joint apprenticeship committee, in cooperation with local school authorities.

In case of failure without due cause on the part of any apprentice to fulfill his obligations as to school attendance and conduct, the local committee shall take necessary disciplinary action.

Where practicable, related training classes should be held during working hours. In no case should the hours of work and related instruction exceed the maximum number of hours prescribed by State or Federal law for persons of the age of apprentices.

---

[1] Qualifying tests can be ordered from the United Brotherhood of Carpenters and Joiners of America, 101 Constitution Ave. NW., Washington, D.C. 20001.

Any agreement to pay apprentices for time spent in related instruction shall be in conformance with existing Federal and State laws, and local bargaining agreements.

12. Ratio of Apprentices to Journeymen

The ratio of apprentices to journeymen shall be worked out according to local practices or agreements. This is to involve a real study of the present and future local needs for journeyman carpenters, taking into consideration such factors as: The present number of journeymen in the trade, average age, anticipated replacement due to retirements, deaths, quittals, and population and industry growth or decline.

13. Apprenticeship Agreement

Each apprentice shall be covered by a written apprenticeship agreement with the local joint committee acting as the agent of the employer and employee; or an agreement with the employer approved by the local joint committee, and registered with the appropriate registration agency.

Each apprenticeship agreement entered into shall contain:

a. The names and signatures of the contracting parties.

b. The place and date of birth of the apprentice.

c. The time at which the apprenticeship shall begin, and the time of its duration together with any credit granted on such term of apprenticeship.

d. A statement that the apprentice shall be taught the carpentry trade.

e. A statement making the terms and conditions of the local standards a part of such apprenticeship agreement.

Apprenticeship agreement forms may be obtained from the Associated General Contractors of America, Inc., 1957 E Street, NW., Washington, D.C., 20006; the United Brotherhood of Carpenters and Joiners of America, Carpenters' Building, 101 Constitution Avenue, NW., Washington, D.C., 20001; or the Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C., 20210.

14. Credit for Previous Experience

If the local joint committee finds, upon examining the applicant's records and demonstrated ability, that the applicant has had previous practical experience in the trade, it may grant him advanced standing on the term of apprenticeship. Such advanced standing will be subject to review by the committee on or before the end of the probationary period. Where advanced standing on the term of apprenticeship is granted the apprentice, he will be paid the rate of period to which he is advanced.

15. Probationary Period

Apprentices employed under these standards will be subject to a tryout or probationary period, to be determined by the local joint committee, but which shall not exceed *90 days* of reasonably continuous employment. During the probationary period, the termination or cancellation of the apprenticeship agreement may be made by the local joint committee at the request of either party to the agreement. After the probationary period, the committee may cancel the agreement for due cause, such as lack of progress or interest.

The registration agency shall be advised of all cancellations and terminations of apprenticeship agreements.

16. Apprentice Wages

A wage schedule for apprentices shall be included in the local standards. It shall be established on a progressive percentage basis of the journeyman carpenter's wage rate, preferably at six-month intervals, and average not less than approximately 50 to 75 percent of the journeyman's rate over the apprenticeship term.

17. Periodic Examinations

Shortly before the expiration of each six-month period, the local joint apprenticeship committee shall give the apprentice an examination [2] covering his progress both on the job and in related instruction which he must successfully pass before he is advanced to the next period. In lieu of an examination, a written report of successful progress from the supervisor of apprentices may be accepted by the committee.

18. Hours of Work for Apprentices

The hours of work for apprentices shall be the same as those for journeymen in the trade covered by the local standards and in conformity with State and Federal laws. In assigning work to the apprentice, however, due consideration shall be given to the variety of operations necessary to develop his trade skills.

No apprentice shall be allowed to work overtime if it interferes with his attendance at related instruction classes.

Apprentices absent from the service of the employer through their own fault shall make up all such time before being advanced to the next period of apprenticeship.

19. Supervisor of Apprentices

The employer shall designate a particular person, who may be the superintendent, foreman, or journeyman, to be known as the "supervisor of apprentices." He shall, with the advice and assistance of

[2] Written tests can be secured from the United Brotherhood of Carpenters and Joiners of America, 101 Constitution Ave. NW., Washington, D.C., 20001, for each of the instructional manuals used in the related instruction program.

the local joint committee, be responsible for the apprentices' work experience on the job, their attendance at related classes, and the recording of same on record forms adopted for this purpose. (See example of apprentice recordkeeping form on page 24.) It shall be his duty to see that these record forms are complete in every detail and forwarded to the local committee at periodic intervals (quarterly). The local committee shall keep a master record of the apprentices' work experience and related instruction.

20. Work Experience

The apprentice shall be taught the use, care, effective and safe handling of tools and apparatus commonly used in the carpentry trade. He shall be given work experience and training necessary to develop the skills, theory, and practice of carpentry. He shall perform all duties commonly related to carpentry apprenticeship. (See recommended Trade Experience Schedule for carpenter apprentices on page 8.)

The apprentice must be prepared to furnish his own handtools as recommended by the local joint committee.

21. Transfer of Apprentices

It shall be the duty and responsibility of the local joint committee to provide, insofar as possible, continuous employment for all apprentices. Where it is impossible for one employer to provide the diversity of experience necessary to give the apprentice all-round training and experience in the various branches of the trade, or where the employer's business is of such character as not to permit reasonable continous employment over the entire period of apprenticeship, the local joint committee may arrange to transfer the apprentice to another employer who shall assume all the terms and conditions of the local standards.

22. Certificate of Completion of Apprenticeship

Immediately after the apprentice has passed his journeyman examination, he shall be furnished a certificate attesting to the satisfactory completion of his apprenticeship. Where such certificates are provided by the registration agency, the local committee may request issuance of a certificate by that agency.

23. Accident Prevention

The apprentice shall be advised as to the great need for preventing accidents. He shall be given instruction with respect to accident prevention and safe construction methods. He shall be taught that accident prevention is very largely a matter of education, vigilance, and cooperation, and that he should strive at all times to conduct himself in his work in such a manner as to insure his own safety and that of his fellow workers.

777-495 O-65—3

24. Adjusting Differences

In case of dissatisfaction between the employer and the apprentice, either party has the right and privilege of appeal to the local joint committee for such action and adjustment of such matters as come within these standards. The decision of the local committee shall be final in questions involving local apprenticeship standards.

TRADE EXPERIENCE SCHEDULE FOR CARPENTER APPRENTICES

The following schedule is an example of the type of work experience and training considered necessary to develop a skilled and productive worker in the carpentry trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

	Hours
A. Layout	**500**
Batterboards, partitions, doors and windows, box-out in concrete walls.	
B. Form Building	**1,200**
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls, and columns.	
C. Rough Framing	**1,200**
Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction. Roof covering.	
D. Outside Finishing	**800**
Application of cornice and wall trim. Set doors and window frames. Application of trimming fixtures.	
E. Inside Finishing	**1,500**
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stair work. Flooring. Application of hardware and fittings to exterior and interior of building, doors, and windows.	
F. Care and Use of Tools and Woodworking Machinery	**500**
G. Welding	**500**
H. Plastics and Resilience	**300**
I. Acoustics and Drywall	**1,000**
***a.* Ceilings:**	
Layout, cutting, assembly, and installation of all materials and component parts.	
(1) Hangers, channels, furring and backing boards.	
(2) Bars:	
(*a*) Main tees, cross tees, splines.	
(3) Stiffeners and braces.	
(4) Ceiling angles or moldings.	
(5) Finish ceiling materials.	
(6) Items of local practices.	

I. Acoustics and Drywall—Continued

	Hours
b. Walls and Partitions: Layout, cutting, assembly, erection and/or application of all materials and component parts.	
(1) Floor and ceiling runners.	
(2) Studs, stiffeners, bracing, fireblocking.	
(3) Resilient and furring channels.	
(4) Layout, framing, enclosing, and trimming of:	
(*a*) Door frames, window frames, vents, light wells, and other openings.	
(5) Wall angles and moldings.	
(6) Studless and laminated installations.	
(7) Thermal and sound insulation.	
(8) Installation of backing and finish materials.	
(9) Fireproofing of columns, beams, and chase.	
(10) Items of local practices.	
J. Miscellaneous---------- Scaffolding, walkways, shoring, sheds, safety, and protection, etc.	500
Total----------	8,000

RELATED INSTRUCTION FOR CARPENTRY APPRENTICES

a. Ethics and history of the trade.
b. Tools and materials of the trade.
c. Review and application of basic mathematics.
d. Elementary blueprint reading and freehand sketching.
e. Foundations: types and layout.
f. Rough framing: types, plumbing, leveling, and alignment.
g. Exterior finishes: kinds and use.
h. Interior finishes: kinds and use.
i. Roof framing: all types and combinations.
j. Stair building and finishing.
k. Cabinet making: on-job site and installation.
l. Reinforced concrete form construction: materials, types, devices and their use.
m. Heavy timber construction, framing.
n. Welding: gas and arc, vertical, horizontal, and overhead.
o. Acoustics and drywall: types, layout, cutting, and installation.
p. Plastics and resilience: types and their use, layout, cutting, welding, and installing.

RECOMMENDED TEXTS

United Brotherhood of Carpenters and Joiners of America apprenticeship manuals for carpenters:

Unit 1. Tools, Materials, Ethics and History of the Trade.
Unit 2. Foundations.
Unit 3. Rough Framing.
Unit 4. Exterior Finish.
Unit 5. Roof Framing.
Unit 6. Interior Finish.
Unit 7. Stair Building.
Unit 10. Heavy Timber Construction.
Unit 11. Reinforced Concrete Form Construction.
Unit 12. Parts 1 and 2. Blueprint Reading and Estimating.
Carpentry (Millwright) Welding Section.
Mathematics for Carpenters.
Training for Safety.
Safety.
Instructional Charts (Foundation Unit).
Blueprint Plans A, B, C, and D.

REFERENCE MATERIALS

Associated General Constractors' "Safety Training Course for Construction Supervisors."

Associated General Contractors' "Manual of Accident Prevention in Construction."

Manufacturers' manuals, brochures, and pamphlets on types and installation of acoustics, drywall, resilience, and plastics. Generally free upon request.

National Wood Council Brochures.

Federal and State Safety Codes and Orders.

Part II

Millwright Apprenticeship Standards

The provisions relating to "Formation of Joint Committees," "Coverage," "Duties of the Joint Committee," "Filing with Registration Agency," "Definition of Carpentry Apprentices," "Definition of Registration Agency," "Qualifications for Apprenticeship," "Selection of Apprentices," "Term of Apprenticeship," "Related School Instruction," "Ratio of Apprentices to Journeymen," "Apprenticeship Agreements," "Credit for Previous Experience," "Probationary Period," "Apprentice Wages," "Periodic Examination," "Hours of Work," "Supervision of Apprentices," "Work Experience," "Transfer of Apprentices," "Certificates of Completion," "Accident Prevention," "Adjusting Differences," and all other provisions not specifically covered in these standards shall conform to the provisions established in the approved revised National Carpentry Standards of which these Millwright Standards are a part.

1. Term of Apprenticeship

The term of apprenticeship for millwright apprentices shall be not less than four years or approximately 8,000 hours of reasonably continuous employment.

2. Qualifications for Apprenticeship

a. The applicant must be 17 through 25 years of age.

b. The applicant must satisfy the local joint committee that he has the ability and aptitude to master the rudiments of the trade.

c. The applicant must have sufficient edducational preparation to complete satisfactorily the required related instruction.

d. The applicant must be an American citizen or in the process of naturalization.

e. The applicant must be physically able to perform all work required of the journeyman millwright.

f. The applicant must meet such other entrance qualifications as shall be established by the local joint apprenticeship committee.

3. Selection of Apprentices

The selection of apprentices under local programs shall be on the basis of qualifications alone, without regard to race, color, creed, or national origin. All applicants shall be selected on the basis of

objective standards and tests which permit review, after full and fair opportunity for application; and local programs shall be operated on a completely nondiscriminatory basis.

4. Probationary Period

Apprentices employed under these standards will be subject to a tryout or probationary period to be determined by the local joint apprenticeship committee, but which shall not exceed 90 days of reasonably continuous employment.

5. Work Training

During his apprenticeship, the apprentice shall receive instruction and gain experience in all branches of the millwright trade necessary to develop a skilled and practical mechanic, in accordance with the following schedule:

Work Processes—Millwright	*Approximate hours*
a. Knowledge of tools (hand, power, bench, and machine)	1,500
b. Knowledge of carpentry (layout, framing, concrete)	1,500
c. Knowledge of machinery (rigging, handling, setting and placing, leveling and leverages)	1,500
d. Knowledge of engineering principles, optical instruments, and related information (estimating, computing, blueprints)	2,000
e. Maintenance of machinery and equipment	1,000
f. Welding and brazing	500
Total	8,000

6. Compliance With Terms of Training Program

Apprentices and employers agree to abide by the policies outlined in the national carpentry standards and this supplement. Signing a copy of the local agreement binds the parties to compliance.

RELATED INSTRUCTION FOR MILLWRIGHT APPRENTICES

a. Accident prevention, safety hazards, State and Federal safety codes and regulations.
b. Tools of the trade: hand and power.
c. Materials.
d. Construction practices: footings, foundations, concrete form construction, and heavy timbers.
e. Heavy equipment: receiving, inspection, and setting.
f. Use of optical instruments: leveling and alignment of heavy equipment.
g. Welding: gas and arc.
h. Blueprint reading and estimating.
i. General maintenance practices performed by the millwright.

RECOMMENDED TEXTS

United Brotherhood of Carpenters and Joiners of America apprenticeship manuals for millwrights:

Unit 1. Safety; and Tools and Materials.

Unit 2. Mathematics; and Mechanics and Strength of Materials.

Unit 3. Construction Practices—Parts 1 through 5.

Unit 4. Receiving, Inspection, and Setting of Equipment; Blacksmithing; Welding; Electricity; Steamfitting; and General Maintenance Practices.

Unit 5. Blueprint Reading and Estimating.

Planning for Safety.

Safety.

Instructional Charts (Foundation Unit).

REFERENCE MATERIALS

Associated General Contractors' "Safety Training Course for Construction Supervisors."

Associated General Contractor, "Manual of Accident Prevention in Construction."

Federal and State Safety Codes and Orders.

National Wood Council Brochures.

Part III

Mill-Cabinet Apprenticeship Standards

The provisions relating to "Formation of Joint Committees," "Coverage," "Duties of the Joint Committee," "Filing with Registration Agency," "Cooperating Agencies," "Definition of Carpentry Apprentices," "Definition of Registration Agency," "Qualifiations for Apprenticeship," "Selection of Apprentices," "Term of Apprenticeship," "Related School Instruction," "Ratio of Apprentices to Journeymen," "Apprenticeship Agreements," "Credit for Previous Experience," "Probationary Period," "Apprentice Wages," "Periodic Examination," "Hours of Work," "Supervision of Apprentices," "Work Experience," "Transfer of Apprentices," "Certificates of Completion," "Accident Prevention," "Adjusting Differences," and all other provisions not specifically covered in these standards shall conform to the provisions established in the approved revised National Carpentry Standards of which these Mill-Cabinet Standards are a part.

1. Term of Apprenticeship

The term of apprenticeship for mill-cabinet apprentices shall be not less than four years or approximately 8000 hours of reasonably continuous employment.

2. Qualifications for Apprenticeship

a. The applicant must be 17 through 25 years of age.

b. The applicant must satisfy the local joint committee that he has the ability to master the rudiments of the trade.

c. The applicant must have sufficient educational preparation to complete satisfactorily the required related instruction.

d. The applicant must be an American citizen or in the process of naturalization.

e. The applicant must be physically able to perform all the work required of the mill-cabinet trade.

f. The applicant must meet such other entrance qualifications as shall be established by the local joint apprenticeship committee.

3. Selection of Apprentices

The selection of apprentices under local programs shall be on the basis of qualifications alone, without regard to race, color, creed, or national origin. All applicants shall be selected on the basis of objec-

tive standards and tests which permit review, after full and fair opportunity for application; and local programs shall be operated on a completely nondiscriminatory basis.

4. Probationary Period

Apprentices employed under these standards will be subject to a tryout or probationary period to be determined by the local joint apprenticeship committee, but which shall not exceed 90 days of reasonably continuous employment.

5. Work Training

During his apprenticeship, the apprentice shall receive related instruction and gain experience in all branches of the mill-cabinet trade necessary to develop a skilled and practical mechanic, in accordance with the following schedule:

Work Processes—Mill-Cabinet	*Approximate hours*
a. Sharpen and use hand tools	500
b. Work from stock bills and drawings	500
c. Use of power equipment, cutoff saws, table saws, jointers, routers, planers, shapers, sanders, etc	1,500
d. Grinding knives and filing saws	500
e. Laying, matching, and cutting veneers	300
f. Dressing and preparing material for assembly	500
g. Gluing stock	200
h. Layout work for milling and general trim-saw work from stock bills and details	1,000
i. Sand moldings, glue flat work and squares, clean for finish	200
j. Assemble doors, drawers, skeleton frames, fit and hang doors and drawers, fit and apply moldings, match veneers	800
k. Assemble and install cabinets, built-ins, paneling, etc	1,500
l. Independent layout, machining, and assembly of cabinets and built-ins	500
Total	8,000

6. Compliance With Terms of Training Program

Apprentices and employers agree to abide by the policies outlined in the national carpentry standards and this supplement. Signing of the local agreement binds the parties to compliance.

RELATED INSTRUCTION FOR MILL-CABINET APPRENTICES

a. Ethics and history of the trade.
b. Tools: hand and power, their use and care.
c. Materials: types, when and where used.
d. Mathematics, basic.
e. Safety (given throughout the course).
f. Exterior finish.
g. Interior finish.
h. Cabinet, casework and built-ins, acceptable standards (workmanship, materials).
i. Setup, operation and maintenance of (power) mill equipment.
j. Blueprint reading and estimating.
k. Shop drawings and cutting lists.
l. Stairbuilding.
m. Employer-employee relations.

RECOMMENDED TEXTS

United Brotherhood of Carpenters and Joiners of America apprenticeship manuals for carpenters:

Unit 1. Tools, Materials, Ethics and History of the Trade.
Unit 4. Exterior Finishes.
Unit 6. Interior Finishes.
Unit 7. Stairbuilding.
Unit 8. Cabinet Making (Mill).
Unit 9. Mill Work.
Unit 12. Blueprint Reading and Estimating.
Mathematics for Carpenters.
Training for Safety.
Safety.
Blueprint Plans A, B, and C.

REFERENCE MATERIALS

Associated General Contractors' "Safety Training Course for Construction Supervisors."

Associated General Contractors' "Manual of Accident Prevention in Construction."

Wood Products Institute Handbooks.
National Wood Council Brochures.
Federal and State Safety Codes and Orders.

Part IV

Apprenticeship Records

It is essential that a current, accurate, and complete record be kept of each apprentice showing work progress, attendance at related instruction, and joint apprenticeship committee actions.

Reproduced on the following pages are copies [3] of the forms and a recordkeeping system that the national committee recommends for use by local joint apprenticeship committees so that a uniform system can be put into effect. This will assure information that may be sent from one area to another when information regarding an apprentice is requested.

It should be noted that the application for apprenticeship and the apprenticeship master record are tied together by use of the social security number, thus furnishing a positive means of identification of the apprentice should he move from his original area and joint apprenticeship committee.

[3] All forms and the recordkeeping system are available through the Office of the General Secretary of the United Brotherhood of Carpenters and Joiners of America, 101 Constitution Ave. NW., Washington, D.C., 20001.

*No.*_____

APPLICATION FOR APPRENTICESHIP IN CARPENTRY

Desiring to become an apprentice in the Carpentry Trade, I hereby make application for an Apprenticeship to the

_____ Date _____
(Indenturing Agent)

Name (Please Print) _____
(Last Name) (First Name) (Middle Name)

Address_____ City_____Soc. Sec. No._____

Are you a citizen of U. S.?_____ Phone_____

Date of Birth_____ _____Age last Birthday_____
(Month) (Day) (Year)

Height_____ Weight_____

Grade completed in school_____Date_____Married ( ) Single ( )
(year)

General physical condition_____

Note any physical handicaps_____

_____

Father or Guardian's Name_____

Address _____

Is he a Citizen?_____ His occupation_____

Were you in the Armed Forces?_____How Long?_____

Have you ever worked at the Carpentry Trade?_____If so, what type of construction?_____

_____

Do you understand that you will be on_____days trial, if your application is approved?_____
Are you willing to work for the established wage scale for Carpenter Apprentices throughout your indentureship? _____

Have you read and do you understand the Apprenticeship Standards?_____

Will you obey all rules and instructions of the Apprentice Committee?_____

Are you willing to serve an apprenticeship of four years?_____

Will you place yourself under the jurisdiction of the Apprentice Committee?_____
Do you understand that it is compulsory for you to attend the apprentice school during the hours designated by the apprentice committee, and that you will be accountable to the school during that time?_____

REFERENCE OTHER THAN RELATIVES

I have known_____for two years or more, and certify that he is of good character and habits.

Personal Signatures of Vouchers

Name	Address	Business
_____	_____	_____
_____	_____	_____
_____	_____	_____

ADDITIONAL INFORMATION CONCERNING YOUR FITNESS FOR AN APPRENTICESHIP ----------

---

CASE HISTORY

RECOMMENDATIONS OF APPRENTICESHIP COMMITTEE

On Probation Period, From---------- **To**----------

Qualifying Examination given----------(date), 19------- **Grade**----------

We have investigated the qualifications of this applicant and recommend:

Date----------

Approved for apprenticeship----------**Place on waiting list**----------

Not approved for apprenticeship----------

Remarks: ----------

	Trade Experience Period and Wage Rate		
	Period	**Rate**	**Starting Date**
----------	1st 6 months	----------	----------
----------	2nd 6 months	----------	----------
----------	3rd 6 months	----------	----------
----------	4th 6 months	----------	----------
----------	5th 6 months	----------	----------
	6th 6 months	----------	----------
	7th 6 months	----------	----------
	8th 6 months	----------	----------

51
Printed in U. S. A.

United Brotherhood of Carpenters and Joiners of America
APPRENTICE AGREEMENT

For the Trade of_____in_____
(Define geographical area)

THIS AGREEMENT entered into this_____day of_____19_____,

between _____
(Name of employer or employer's agent)

hereinafter referred to as the EMPLOYER, and _____
(Name of Apprentice)

hereinafter referred to as APPRENTICE (and if a minor) _____
hereinafter referred to as his PARENT (or GUARDIAN); (Name of parent or guardian)

WITNESSETH:

That the EMPLOYER, the APPRENTICE and his PARENT, or GUARDIAN, desire to enter into an agreement of apprenticeship in conformity with the standards of the United Brotherhood of Carpenters and Joiners of America, and therefore, in consideration of the premises and of the mutual covenants herein contained, do hereby mutually covenant and agree as follows:

That the EMPLOYER agrees to employ the APPRENTICE for the purpose of enabling said APPRENTICE to learn and acquire the trade or craft of_____ upon the terms and conditions contained in the Schedule which is attached to and is made a part of this Agreement.

That the APPRENTICE agrees to perform diligently and faithfully the work of said trade or craft during the period of apprenticeship, complying with the training program contained in the said Schedule.

That the PARENT, or GUARDIAN, covenants with the EMPLOYER that the APPRENTICE will duly perform all obligations undertaken herein.

That this Agreement conforms to and is predicated upon a local trade agreement on apprenticeship labor standards approved by the United Brotherhood of Carpenters and Joiners of America. The Agreement may be annulled by the said local joint committee upon the mutual consent of all parties to the agreement, and in the event of any disagreement or difference in relation to any terms of this Agreement, such disagreement or difference shall be submitted to the local joint apprenticeship committee for adjustment, whose decision shall be final and conclusive upon the parties of this Agreement if supported by the evidence.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals:

_____(Seal)
(Apprentice)

_____
(Address) (Date of Birth)

(Seal)_____
(Parent or Guardian)

If not indentured to a Joint Committee, the EMPLOYER or his Agent must sign:

_____ (Seal)_____
(Employer/Agent) (Address)

Approved by the_____
(Area) (Trade)

Joint Apprenticeship Committee

By _____
(Chairman)

SCHEDULE

1. PERIOD OF APPRENTICESHIP AND PROBATION

The term shall be no less than four (4) calendar years. The first_____month (s) is the probationary period, (not to exceed ninety (90) days) and is included as a part of the apprenticeship term.

Where previous work experience credit has been allowed this apprenticeship agreement starts_____ 19_____and ends_____ 19_____.

2. SCHEDULE OF MAJOR PROCESSES

Layout	Outside Finishing	Welding
Form Building	Inside Finishing	Plastics and Resilience
Rough Framing	Care and Use of Tools and Woodworking Machinery	Accoustics and Drywall
		Miscellaneous

3. WAGE PROVISION

APPRENTICES WAGES: Apprentices shall be employed at the following percentages of the Union Journeyman's wages:

FIRST YEAR:	1st 6 months_____%	THIRD YEAR:	1st 6 months_____%
	2nd 6 months_____%		2nd 6 months_____%
SECOND YEAR:	1st 6 months_____%	FOURTH YEAR:	1st 6 months_____%
	2nd 6 months_____%		2nd 6 months_____%

The rates are based on the journeyman's regular and overtime rate per hour; any change in said rate will make a proportionate change in these rates.

Present Journeyman's wage is $_____.

4. HOURS OF WORK AND HOURS OF APPROVED INSTRUCTION

The work day and work week of the apprentice, and conditions associated therewith, shall be the same as that of the journeyman.

The apprentice shall enroll and attend classes the number of hours established by the committee, which shall not be less than a minimum of 144 hours per year. At no time shall the work assignment interfere with the related school assignment.

5. SPECIAL PROVISIONS

Should the employer become unable to fulfill the provisions of this Agreement, or by mutual consent to provide greater diversity of training or continuity of employment, the Local Joint Apprenticeship Committee is authorized to transfer the apprentice from one employer to another; such transfer is hereby agreed to by the signatories hereto with the following provisos:

(a) Each employer, in accepting a transferred apprentice for employment agrees to carry out the provisions of the original contract of agreement between the apprentice and the first employer.

(b) No apprentice will be transferred to an employer who has not signed such an agreement.

(c) If such transfer is made for the purpose of diversity of training, the apprentice, when he shall have completed the work for which he was transferred, may be returned to his original employer.

(d) That all provisions contained in said apprenticeship standards covering the employment and training of the apprentice are hereby made part of this agreement with the same effect as though expressly written herein.

(e) If in the opinion of the committee any provision of this Agreement has been violated, the Agreement can be cancelled.

Printed in U. S. A.

QUARTERLY OR YEARLY RECORD CARD - CARPENTRY

Printed in U.S.A. 61

WORK PROCESSES	PREV. ACCUM. HOURS	ON - JOB - TRAINING - TOTAL HOURS EACH MONTH												TOTAL PER. QUARTER
		JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	
MISC. 500 HRS.														
LAYOUT 500 HRS.														
FORM BUILDING 1200 HRS.														
ROUGH FRAMING 1200 HRS.														
OUTSIDE FINISHING 800 HRS.														
INSIDE FINISHING 1500 HRS														
CARE & USE OF TOOLS & WD.WK. MACH. 500 HRS.														
WELDING 500 HRS														
PLASTICS & RESILIENCE MAT. 300 HRS.														
ACOUSTICS & DRYWALL 1000 HRS.														

APPEARED BEFORE J.A.C.

1. _____
2. _____
3. _____
4. _____

SUPT. - FOREMAN SIGNATURE

SCHOOL ATTENDANCE RECORD		
MONTH	TOTAL HOURS	INSTRUCTORS SIGNATURE
JAN.		
FEB.		
MAR.		
APRIL		
MAY		
JUNE		
JULY		
AUG.		
SEPT.		
OCT.		
NOV.		
DEC.		
TOTAL		

TEST RESULTS

PERIOD	1	2	3	4	5	6	7	8	J
GRADE									

APPRENTICE MASTER RECORD - CARPENTRY

NAME _____ DATE INDENTURED _____
ADDRESS _____ DATE INITIATED _____
LOCAL UNION NO. _____ DATE REGISTERED _____
SOC. SEC. NO. _____ DATE COMPLETED _____
SCHOOL ATTENDING _____

EVALUATION

PERIOD	1	2	3	4	5	6	7	8
DATE								

SCHOOL ATTENDANCE RECORD

SCHOOL MONTHS	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	MAKE-UP	TOTAL
19__												
19__												
19__												
19__												

TESTS TAKEN

PERIOD	DATE	GRADE	INSTRUCTOR
1			
2			
3			
4			
5			
6			
7			
8			

ON - THE - JOB - RECORD

MISC. - 500 HRS.

LAYOUT - 500 HRS.

FORM BUILDING - 1200 HRS.

ROUGH FRAMING - 1200 HRS.

OUTSIDE FINISHING - 800 HRS.

INSIDE FINISHING - 1500 HRS.

CARE AND USE OF TOOLS AND WOODWORKING MACHINERY - 500 HRS.

WELDING - 500 HRS.

PLASTICS AND RESILIENCE - 300 HRS.

ACOUSTICS AND DRYWALL - 1000 HRS.

EACH SQUARE EQUALS 5 HRS. OF ON-JOB-TRAINING

LOCAL J.A.C. ACTION

EMPLOYERS

FINAL EXAMINATION

GRADE _____

MADE JOURNEYMAN

DATE _____

CERTIFICATES

ORDERED _____
RECEIVED _____
ISSUED _____

Printed in U.S.A. 31

Part V

FEDERAL LAWS AND REGULATIONS AFFECTING THE EMPLOYMENT OF APPRENTICES

Wage Determination Regulations (Federally Financed and Assisted Construction).—The Secretary of Labor, through the Solicitor's Office of the U.S. Department of Labor, predetermines the prevailing wages for construction mechanics and laborers employed on Federal or federally assisted construction projects. (Details of these regulations will be found in part 5, title 29, subtitle A, Code of Federal Regulations, covering labor standards provisions applicable to public contracts.)

Local joint apprenticeship committees should advise all contractors participating in the local apprenticeship program that in case they bid on and are awarded a contract for a federally financed or assisted construction project, they should not employ apprentices on such project until such time as they have requested and obtained the applicable apprentice wage schedule for the area from the contracting or sponsoring government agency; and provided that the apprentices are indentured and employed under a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor, or if no such recognized agency exists in the State, with the Bureau of Apprenticeship and Training, U.S. Department of Labor; and provided further, that apprentices so employed are individually registered with the appropriate registration agency.

The contractor must present written evidence of such registration, including evidence of the established ratios and wage rates applicable in the project area to the contracting officer for acceptance.

Veterans' Administration Legislation (Public Law 550, 82d Cong.).—Provide for the approval of programs of apprenticeship by the appropriate State (veterans) approving agency under Veterans' Administration regulations to permit eligible veteran apprentices to receive a training allowance for their education and training. Under the provisions of veterans' readjustment legislation, joint apprenticeship committees may be recognized as *training institutions*. Consequently, if it is anticipated that veterans may be employed as apprentices under the local standards, the committee should request approval of its program by the appropriate State (veterans) approving agency, keeping in mind that the criteria for approval under Veterans' Administration regulations includes detailing of the work schedules and approximate length of time to be spent on each operation or task, and the keeping of progress records. These criteria are contained in Public Law 550.

Selective Service Regulations (Deferment of Apprentices).—State directors of Selective Service are authorized to accept for deferment purposes apprentice training programs which meet its regulations, upon request of the local program sponsors. The request must be accompanied by a certification

from the registration agency that the program has been in operation at least 1 year, and one or more apprentices have been in training during that time in each occupation covered.

After the program has been accepted, the program sponsor and the apprentice may request the local board to defer the apprentice. In the roofing trade, the apprentice for whom deferment is requested must have been engaged in and completed not less than 2,000 hours of training. The decision as to actual deferment rests with the local board, subject to appeal if the request is denied.

Detailed information and necessary forms may be obtained from the nearest field representative of the Bureau of Apprenticeship and Training or State apprenticeship agency.

Wage and Hour Regulations (Ruling Concerning Payment for Time Spent by Apprentices in Related Instruction).—The Fair Labor Standards Act requires that each employee, not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce receive the statutory minimum wage, and that no employee (including apprentices) may be employed for more than 40 hours a week without receiving at least time and one-half of his regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are met: (1) The apprentice is employed under a written apprenticeship agreement or program which substantially meets the fundamental standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and (2) such time does not involve production work or performance of the apprentice's regular duties. If the above criteria are met the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

JOINT TRAINING FUNDS

1. Legality of Training Funds

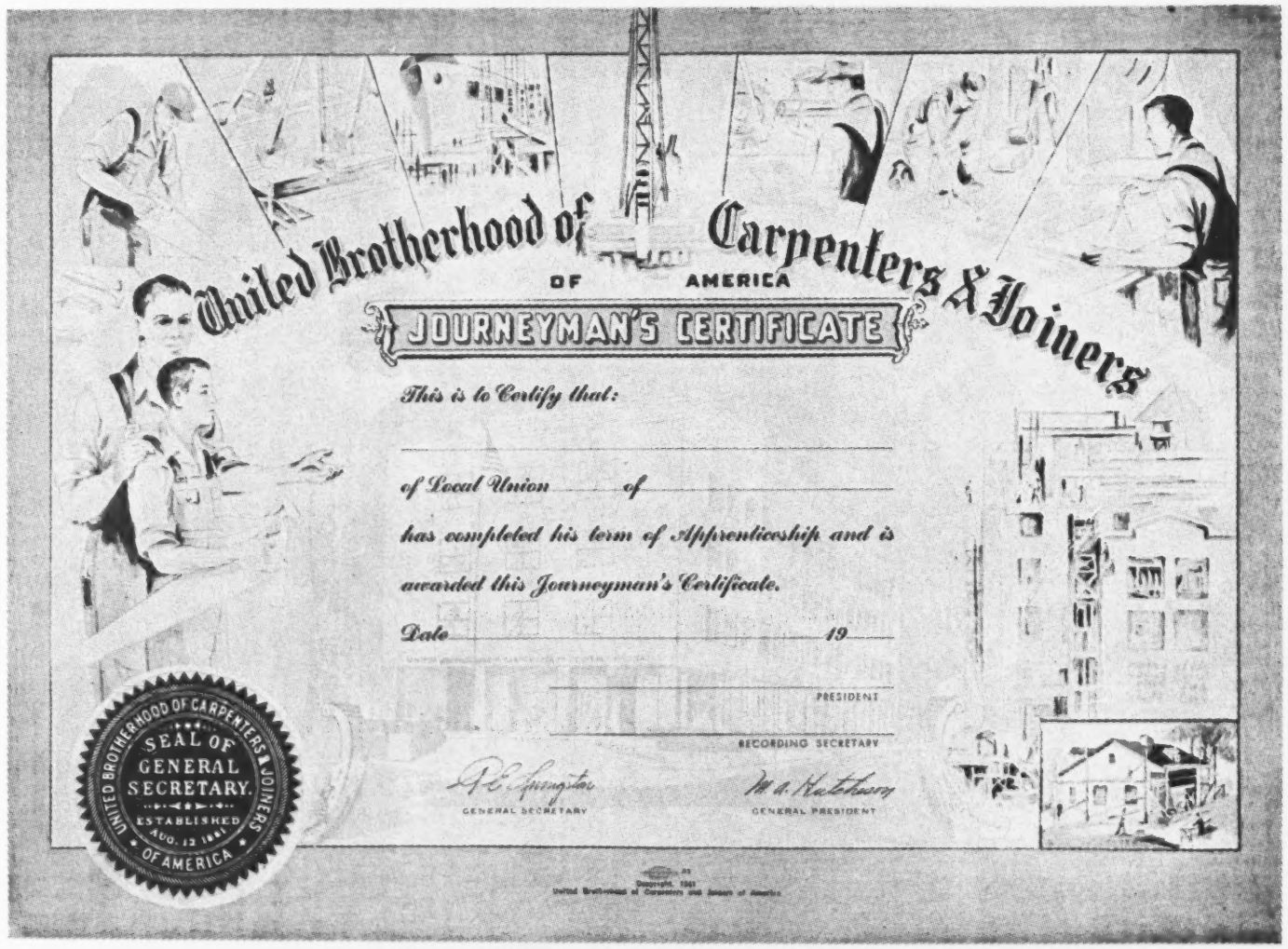
Training funds for use in defraying the cost of apprenticeship or other training programs to which employers contribute, are authorized under the Labor-Management Reporting and Disclosure Act of 1959 which amends section 302 of the Labor-Management Relations Act of 1947. Such funds must be established in the form of a trust; the trustees must be equally representative of the employers and employees (this may be the joint apprenticeship committee); and the basis on which payments to the trust are to be made must be detailed in a written agreement with the employer, including provision for an annual audit of the trust. Those persons (trustees) responsible for the custody or control of the trust funds must be bonded.

Where a trust is established, a clause should be included in the trust agreement to the effect that the trusteeship is (1) a nonprofit organization; (2) that no part of the net earnings will inure to any private individual or member; and (3), in the event of dissolution of the trust, how the accrued moneys and other assets will be disposed. (They can be apportioned to those who paid into the fund, donated to a charitable or educational organization, or to the labor organization.)

2. Tax-Exempt Status of the Trust

Training trust funds are considered to be tax exempt by the Internal Revenue Service under section 501(c)5 of the Internal Revenue Code of 1954. To obtain this exemption, the trustees must file Form 1024 with the appropriate district director of internal revenue. In submitting Form 1024, include with it a copy of the trust agreement and apprenticeship program. After the tax-exempt status of the trust has been determined, each year thereafter the trustees shall make a return on Form 990 in order to maintain this exemption.

Employer contributions to the training trust fund are deductible as ordinary and necessary expenses in the conduct of their business under section 162(a) of the Internal Revenue Code.


United Brotherhood of Carpenters & Joiners
OF AMERICA
JOURNEYMAN'S CERTIFICATE
This is to Certify that:
of Local Union of
has completed his term of Apprenticeship and is
awarded this Journeyman's Certificate.
Date 19
PRESIDENT
RECORDING SECRETARY
GENERAL SECRETARY
GENERAL PRESIDENT
SEAL OF GENERAL SECRETARY
UNITED BROTHERHOOD OF CARPENTERS & JOINERS
ESTABLISHED AUG. 12 1881
OF AMERICA

Certificate of Completion of Apprenticeship

United States Department of Labor

BUREAU OF APPRENTICESHIP AND TRAINING

WASHINGTON, D. C.

This is to certify that

JOHN DOE

has completed his apprenticeship in the trade of

CARPENTER

under sponsorship of

The John Doe Company, Baltimore, Maryland

In accordance with the standards recommended by the Federal Committee on Apprenticeship

Presented

September 24 , 1964 .

W. Willard Wirtz
SECRETARY OF LABOR

Hugh C. Murphy
DIRECTOR, BUREAU OF APPRENTICESHIP AND TRAINING

REGIONAL OFFICES

BUREAU OF APPRENTICESHIP AND TRAINING

REGION I

(Maine, N.H., Vt., Mass., R.I., Conn.)
Room 501, 18 Oliver Street,
Boston, Mass. 02110

REGION II

(N.Y., N.J.)
Room 906, 341 Ninth Avenue,
New York, N.Y. 10001

REGION III–IV

(Pa., Del., Md., Va., W. Va., N.C.)
Room 321, Professional Arts Building,
Chambersburg, Pa. 17201

REGION V

(S.C., Tenn., Ga., Miss., Fla., Ala.)
Room 525, 1371 Peachtree Building,
17th and Peachtree Streets NE.,
Atlanta, Ga. 30309

REGION VI

(Ohio, Mich., Ky.)
Room 948, Engineers' Building,
1365 Ontario Street,
Cleveland, Ohio 44114

REGION VII

(Ill., Ind., Wis.)
Room 858, U.S. Court House and Federal Office Building,
219 South Dearborn Street,
Chicago, Ill. 60604

REGION VIII

(Minn.)
Room 106, Federal Building,
110 South Fourth Street,
Minneapolis, Minn. 55401

REGION IX

(Mo., Kans., Nebr., Iowa, N. Dak., S. Dak.)
Room 2811, Federal Office Building,
911 Walnut Street,
Kansas City, Mo. 64106

REGION X

(La., Tex., Okla., Ark., N. Mex.)
Room 312, 411 North Arkard Street
Dallas, Tex. 75202

REGION XI

(Utah, Wyo., Colo., Mont.)
832 Equitable Building,
730 17th Street
Denver, Colo. 80202

REGION XII

(Ariz., Nev., Calif., Hawaii)
Room 10451, 450 Golden Gate Avenue,
Post Office Box 36017,
San Francisco, Calif. 94102

REGION XIII

(Alaska, Idaho, Wash., Oreg.)
1809 Smith Tower,
506 Second Avenue,
Seattle, Wash. 98104

STATE APPRENTICESHIP AGENCIES

Arizona Apprenticeship Council,
1623-B West Adams,
Phoenix, Ariz.*

Division of Apprenticeship Standards,
Department of Industrial Relations,
San Francisco, Calif.*

Colorado Apprenticeship Council,
c/o Industrial Commission,
748 State Capitol Annex,
Denver, Colo.*

Apprentice Training Division,
Department of Labor,
Wethersfield, Conn.*

Delaware State Apprenticeship and Training Council,
Department of Labor and Industry,
Wilmington, Del.

District of Columbia Apprenticeship Council,
1145 19th Street NW.,
Washington, D.C.*

Department of Apprenticeship,
Florida Industrial Commission,
Tallahassee, Fla.*

Apprenticeship Division,
Department of Labor and Industrial Relations,
Honolulu, Hawaii*

Kansas Apprenticeship Council,
Department of Labor,
Topeka, Kans.

Kentucky State Apprenticeship Council,
Department of Industrial Relations,
Frankford, Ky.*

Division of Apprenticeship,
Department of Labor,
Baton Rouge, La.*

Maine Apprenticeship Council,
Department of Labor and Industry,
Augusta, Maine*

Division of Apprenticeship Training,
Department of Labor and Industries,
Boston, Mass.*

Division of Voluntary Apprenticeship,
Department of Labor and Industry,
St. Paul, Minn.*

Montana Apprenticeship Council,
Department of Labor and Industry,
Helena, Mont.*

Nevada Apprenticeship Council,
Department of Labor,
Carson City, Nev.*

New Hampshire Apprenticeship Council,
Department of Labor,
Concord, N.H.*

New Mexico Apprenticeship Council,
Labor and Industrial Commission,
Santa Fe, N. Mex.*

New York State Apprenticeship Council,
Department of Labor,
Albany, N.Y.*

Division of Apprenticeship Training,
Department of Labor
Raleigh, N.C.*

Ohio State Apprenticeship Council,
Department of Industrial Relations,
Columbus, Ohio*

Oregon Apprenticeship Council,
Bureau of Labor,
Portland, Oreg.*

Pennsylvania Apprenticeship Council,
Department of Labor and Industry,
Harrisburg, Pa.

Apprenticeship Division
Insular Department of Labor,
San Juan 8, P.R.*

Rhode Island Apprenticeship Council,
Department of Labor,
Providence Public Library,
Providence, R.I.

*State apprenticeship law enacted.

Utah Apprenticeship Council,
Industrial Commission,
Salt Lake City, Utah*

Vermont Apprenticeship Council,
Department of Industrial Relations,
Montpelier, Vt.*

Division of Apprentice Training,
Department of Labor and Industry,
Richmond, Va.*

Washington Apprenticeship Council,
Department of Labor and Industries,
Olympia, Wash.*

Apprenticeship Division,
Wisconsin Industrial Commission,
Madison, Wis.*

Virgin Islands Apprenticeship Council,
Departments of Agriculture and Labor,
Christiansted,
St. Croix, V.I.*

*State apprenticeship law enacted.

U.S. GOVERNMENT PRINTING OFFICE: 1966 O—211-430